



SPECIAL OPPORTUNITIES MINI-GRANTS

COMMUNITY ARTS GRANTS 2018

WELCOME

The City of Carlsbad Cultural Arts Office serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Carlsbad and neighboring communities. As a component of many services and activities, the Cultural Arts Office manages funding programs to provide financial support to organizations, schools and individuals artists for various projects through a competitive application and review process.

SPECIAL OPPORTUNITIES OVERVIEW

Special Opportunities grants are micro-grants for arts projects or events that become available after the deadline for the regular Community Arts Grants 2018 cycle has passed.

Special Opportunities grants have a funding limit of \$500 per application.

APPLICATION

- Requests will be accepted on a rolling basis, **with a minimum of 30 days but recommended at least 60 days before the program or project is to begin**
- Applications will be accepted until grant funds are depleted
- All payments will be made in two installments: 80% of award after application is approved, 20% after final report is submitted
- Digital application is available online at www.carlsbadca.gov/arts

ELIGIBILITY

- **All Applicants**
 - All projects will fall into three categories: Arts Organization, Projects through Fiscal Agent and Educational Institutions & Affiliated Groups
 - All projects must take place between Jan. 1 and Dec. 30, 2018
 - Any partnership with an individual or organization must include a letter of agreement from partnering entity
 - Special Opportunity grants may not be used for any project currently utilizing funds from the City of Carlsbad, including current Community Arts Grants
 - Must be registered 501(c)(3) nonprofit organizations
- **Projects through Fiscal Agent**
 - Organizations or individuals who wish to apply for funding but do not have not-for-profit status may apply through a fiscal agent

- Fiscal agent will be responsible for receiving awarded funds and dispersing to the applicant with a service fee no more than 10% of the amount awarded to the applicant, if any
- An organization who acts as a fiscal agent is still eligible to apply for Community Arts Grants for its own programs
- Any individual artist receiving funding through a fiscal agent must be 18 years of age on or before Oct. 1, 2017
- **Educational Institutions & Affiliated Groups**
 - In-school projects must not be part of the regular curriculum, and any teaching artist(s) funded through the Community Arts Grants must not be a permanent hourly or salaried employee in the school district in which they will be leading activities to be funded by the Cultural Arts Office
 - Out-of-school or after-school programs may utilize teaching artists that may also be employed in the district

AWARDEE RESPONSIBILITIES

- All grantees must sign an Award Agreement prior to commencement of activities
- All grantees must submit all required forms and signed Award Agreement within 30 days of award notification, or at least two weeks before commencement of activities, whichever comes first
- All grantees must complete a Final Report within 30 days of program end date to receive the final payment of 20% of award. Excessively late submission of a final report may result in a reduction in the final payment.
- Grant recipients are required to maintain accounts, records and evidence pertaining to costs incurred and revenues acquired under the respective grant program.
- Grant recipients must credit the Cultural Arts Office for its support of the project in printed, electronic and broadcast promotion of the funded projects
- Grantees are required to keep the Cultural Arts Office informed of all program dates and times
- The Cultural Arts Office staff may monitor grant projects during the course of the grant cycle, including potential site visits. The reports of these visits will be included in grant application files and provide a basis for evaluation of future requests

REVIEW & SCORING OF APPLICATIONS

Submitted applications will be reviewed and scored by a panel comprised of City of Carlsbad staff and Chair or Vice Chair of the City of Carlsbad Arts Commission

SCORING RUBRIC

- Scoring of applications will be on the following criteria and the goals of the Community Arts grants program. Each section is worth 10 points, with 30 total points possible. The provided examples are for information purposes only and are not meant to be exhaustive:
 - Quality of Program – artistic merit of programs, qualifications of artists
 - Community Impact – effective service to identifiable community, level of community involvement
 - Management Capability – leadership strength, clarity and/or completeness of application, successful completion of past City of Carlsbad funded projects

SPECIAL OPPORTUNITY GRANT POLICIES

- The City of Carlsbad reserves the right to limit the funding amount to any applicant based on funding limitations and goals of the program in a given year
- Organizations or individual who applied for the current Community Arts Grants 2018 cycle but were not awarded funds may reapply with the same or similar project(s) with a scope and focus appropriate to the Special Opportunities funding amount

- Cultural Arts Office staff actively and continually review and evaluate all aspects of this program and processes
- Changes occur throughout the funding calendar, and Cultural Arts Office staff will provide updates on changes as they are adopted
- Any proposed significant change or amendments to approved projects after approval of original application must be submitted in writing to the Cultural Arts Office by the grantee for approval before any grant funds are used, and before any execution of altered activity. This includes, but is not limited to, changes in purpose, scope, services, intended timeline, personnel, location, date, activities or budget
- The Cultural Arts Office reserves the right to review, cancel or reallocate funds to projects that have significantly altered or shifted from stated goals in the original approved application and/or revised project form. Any funds cancelled must be returned to the Cultural Arts Office within 30 days of notification
- No two or more entities (organization or school/affiliated groups) may apply for funding for the same project
- Due to limited funds, applicants may only be awarded one Special Opportunities grant for the 2018 cycle
- Funds may not be used for fundraisers, scholarships or similar requests at discretion of the Cultural Arts Office

HOW TO APPLY

All applications must be submitted online. The application, as well as a PDF version for your information and other grant information, is available at www.carlsbadca.gov/arts.

STAFF ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact Megan Gilby, Community Arts Coordinator, at 760-602-2081 or by emailing megan.gilby@carlsbadca.gov

FAQS

- What kinds of projects can be funded by Special Opportunities?
 - These are projects or events similar to those funded by the Community Arts Grants regular cycle. Funds can be used to support programs such as exhibitions, master class artist fees, performing arts production costs, arts program supplies or other arts project requests.
- I already have a grant through the Cultural Arts Office. Can I apply for a Special Opportunities grant in the same year?
 - Grantees currently receiving Community Arts Grant funds, regardless of cycle year, are eligible to apply for Special Opportunities funding for a project not related in any way to the supported program through Cultural Arts Office funds. Clear distinctions between the two projects must be made clear and will be subject to clarifications and final approval by scoring panel.
- How many grants will be funded through Special Opportunities grants?
 - Due to limited funding in the 2018 cycle year, we will award as many grants as possible until funds are depleted. For 2018, the Cultural Arts Office has \$2,000 to award for Special Opportunity Mini-Grants.